

**Subject:** Re: FW: Hollywood Media District  
**From:** Let Tarroja  
**Date:** 02/22/2017 01:59 PM  
**To:** "Ramos, Lorena (ES)" <Lorena.Ramos@adp.com>  
**CC:** Rita Moreno <rita.moreno@lacity.org>, Lisa Schechter <lisa@mediadistrict.org>, Jim Omahen <jim@mediadistrict.org>

Hi Lorena,

Attached is our technical instruction. Please share with your IT support team, just in case they need it.

Let me know if you need further assistance and you will be referred to our IT Consultant.

Thank you.



Web Page: [Track4LA Insurance and Bonds](#)

On Wed, Feb 22, 2017 at 1:54 PM, Ramos, Lorena (ES) <[Lorena.Ramos@adp.com](mailto:Lorena.Ramos@adp.com)> wrote:

Hello,

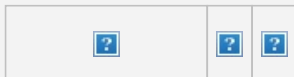
Thank you so much for your email. At my managers request, I have forwarded the request to the ADP technical support team who has experience with your website and will handle it from here, however, I can still be a contact person for this *specific request*.

Thank you so much for your assistance. We should be uploading the COI as soon as possible.

Sincerely,

Automatic Data Processing Insurance Agency, Inc.  
**Lorena Ramos** |

[800-524-7024](tel:800-524-7024) office  
[800-666-4331](tel:800-666-4331) fax  
[lorena.ramos@adp.com](mailto:lorena.ramos@adp.com)



Please be advised that calls to and from ADP may be monitored or recorded.

**From:** Rita Moreno [mailto:[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)]  
**Sent:** Wednesday, February 22, 2017 2:26 PM  
**To:** Ramos, Lorena (ES)  
**Cc:** Lisa Schechter; Jim Omahen; Adorlita Tarroja  
**Subject:** Re: FW: Hollywood Media District

Lorena,

I understand you are having problems uploading the certificate showing Workers Comp insurance coverage for the Hollywood Media District BID. I have copied Let Tarroja from the City's Risk Management Division, who can assist you.

Please let her know what specific problems you are experiencing when trying to upload the certificate.

Thank you for your assistance.

Rita

On Wed, Feb 22, 2017 at 11:26 AM, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)> wrote:

Lorena, many thanks for your help with this matter.

As per our phone conversation, I am forwarding to you a message from our City of LA Clerks Office asking to have our carrier upload our Certificate onto <http://track4la.lacity.org> Also, I have attached to this message the instructions in doing this as per the City of LA.

If needed, with this forwarded message included is contact info for Rita Moreno, our representative in the LA City Clerks Office. I have also cc'ed Rita on this message.

Thank again.

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Jim Omahen, Operations Manager  
Hollywood Media District BID  
1040 N. Las Palmas Ave.  
Hollywood, CA 90038  
Ph [323.860.0088](tel:323.860.0088)  
Fax [323.860.0089](tel:323.860.0089)

[MediaDistrict.org](http://MediaDistrict.org)

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**From:** Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>

**Date:** Friday, February 17, 2017 at 2:42 PM

**To:** Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>

**Cc:** Miranda Paster <[miranda.paster@lacity.org](mailto:miranda.paster@lacity.org)>, Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>, Laurie Goldman <[laurielgoldman@earthlink.net](mailto:laurielgoldman@earthlink.net)>, Jeff Luster <[jeff@majorproperties.com](mailto:jeff@majorproperties.com)>

**Subject:** Re: Hollywood Media District, 2017 Remittance Invoice #2 for Reimbursement

Thanks, Jim. Please have your Workers Comp insurance broker upload the certificate onto Track4LA. We have been unable to process invoice #2017-1 as a result.

On Fri, Feb 17, 2017 at 2:15 PM, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)> wrote:

Miranda and Rita,

Attached to this message is our Hollywood Media District, Remittance Invoice #2 for reimbursement funds. Please process and thanks for all you do!

Original will be postal mailed to you.

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Jim Omahen, Operations Manager  
Hollywood Media District BID  
1040 N. Las Palmas Ave.  
Hollywood, CA 90038  
Ph [323.860.0088](tel:323.860.0088)  
Fax [323.860.0089](tel:323.860.0089)

[MediaDistrict.org](http://MediaDistrict.org)

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Rita Moreno

City of Los Angeles

Office of the City Clerk

Neighborhood and Business Improvement District Division

200 N. Spring Street, 2nd Floor #237

Los Angeles, CA 90012

Office [\(213\) 978-1122](tel:(213)978-1122)

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